

**Site Plan: TIER 1 & 2 (WIRELESS FACILITIES)**  
**Use ONLY for Email Submittals**

		FEES*	INITIAL DEPOSIT*	FEE CODE
DPLU PLANNING			\$1,990	4900
DPLU ENVIRONMENTAL			\$3,440	4900
DPW ENGINEERING			\$1,095	
DPW INITIAL STUDY REVIEW			\$2,890	
STORMWATER	MINOR		\$630	
	MAJOR			
DEH	SEPTIC/WELL	\$482		
	SEWER			
DPR		\$271		
<b>INITIAL DEPOSIT</b>				
<b>\$10,316</b> (sewer)				
<b>\$10,798</b> (septic/well)				

VIOLATION FEE \$1,000

\* **See Website:** <http://www.sdcounty.ca.gov/dplu/cost-schedule-info.html> **for average processing costs.**

**- Please read and follow instructions Step by Step!! -**

**Step 1:**

All forms listed under **(Step 1)** have “Data Entry Form Fields” and must be completed and signed. **IMPORTANT: One (1) single complete PDF file must be created for each DPLU Form and also for each entire Study, Report, Set of Plot Plans, Set of Landscape Plans or Set of Maps etc.**

**You may have to compress the files, or send multiple emails for the same project if you have to send “large” attachments, images, plans, etc. Do not “split-up” PDF files, they must be complete.**

**Email all PDF files to each email listed below:**

[Dag.Bunnemeyer@sdcounty.ca.gov](mailto:Dag.Bunnemeyer@sdcounty.ca.gov)

[Jarrett.Ramaiya@sdcounty.ca.gov](mailto:Jarrett.Ramaiya@sdcounty.ca.gov)

[Lisa.Robles1@sdcounty.ca.gov](mailto:Lisa.Robles1@sdcounty.ca.gov)

- Plot Plan **(see note #2 below)**
- Geographic Service Area, Photosims & Narrative **(see note #5 below)**
- [015 Applicant's Guidelines & Agreement for Online Submittals for Wireless Facilities](#)
- [126 Acknowledgement of Filing Fees and Deposits](#)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel](#) **(and any Deeds)**
- [346 Discretionary Permit Application Form](#)
- [346S Supplemental Application Form](#)
- [367 \(AEIS\) Application for an Environmental Initial Study](#)

**Step 2:**

**DPLU will then review the submitted PDF files and determine if the emailed application package is complete. Once the application package is determined complete, all DPLU forms listed under (Step 2) must be filled-in, printed, “wet” signed and mailed or delivered as “Hardcopies”, along with Initial Deposit and a completed Public Notice Package.**

\$            Check with correct \$ amount as determined by PM  
346        Discretionary Permit Application Form with “wet”-signature: **One (1) hard copy.**

**All forms listed below are informational only and shall not be submitted.**

These are also available at: [DPLU Zoning Forms](#).

267        Appointment Letter  
506        Site Plan Applicant’s Guide  
570        Site Plan Staff Checklist  
906        Signature Requirements  
ZC001     Defense and Indemnification Agreement  
ZC019     Grading Plan Handout for Site Plans  
ZC034     Preliminary Grading Plans Guidelines  
ZC090Z    Typical Plot Plan

**NOTES:**

1. **One (1) single complete PDF file must be created for each DPLU Form and also for each entire Study, Report, Set of Plot Plans, Set of Landscape Plans or Set of Maps etc. Do not “split-up” files, they must be complete.**
2. **Plot plans, elevation drawings, etc. (must be at least 11” x 17”). Plot plan must be drawn in standard engineer scale.**
3. In addition to the above requirements, all wireless telecommunication projects are required to submit additional information listed under the Wireless Facilities Section in the **Major Use Permit Applicant’s Guide**. (For example: Geographic Service Area Maps, Alternative Site Analysis, Photo-simulation, etc.). Electronic submittal must contain all required documents and a written narrative addressing the requirements listed in Section 6984 of the Zoning Ordinance.
4. If the project is in a special area, those requirements must also be followed.
5. Collect DPW review deposit unless waived or lowered by Project Manager in DPW prior to submittal.
6. Project goes to local Community Planning Group and/or Design Review Board for recommendation.
7. **Cell Sites Adding Generators:** Existing approved projects that are adding generators require a modification to the existing permit. Also, do not accept DPW money as they don’t need to review. There is no distribution to DPW. Put a note on the 346 Form telling PPS not to distribute to DPW.